



Faculty Research Seed Grant Guidelines

AHU.Research.Office@ahu.edu
Room CC340

Faculty Research Seed Grants Guidelines

AdventHealth University (AHU), through its External Funding Steering Committee (EFSC), competitively awards Faculty Research Seed Grants (FRSG) in the fall and summer trimesters to qualified AHU faculty and AHU faculty/student teams.

Objectives

The University aims to support the following funding objectives:

- To assist in promoting and establishing an active research program at AHU.
- To enable faculty and faculty/student teams who are active in research to be more productive than they would be without the financial assistance of a FRSG.
- To assist faculty and faculty/student teams who are active in research to develop their research line to successfully apply for funding from external sources.
- To assist faculty and faculty/student teams who are active in supporting student scholarship development.

Grant Funding

At AHU, the research process and research dissemination are terms defined as follows:

- The research process is defined as activities utilized by investigators to gather data, analyze results, and write findings.
- Research dissemination is defined as any method or activity that investigators use to convey research results.

The FRSG may be used for the needs of the research process but is not available for expenses associated with research dissemination.

Grant funding for the research process covers the following expenses:

- Student labor (undergraduate and graduate). Student labor may be used for support functions, such as clerical work, literature searching, etc. Please refer to the AHU Human Resources for student labor rate.
- Non-student labor may be used for specialized purposes. Please attach a quote from the provider.
- Student research assistants for student-led or student-collaboration research that will result in their contributions to the research project, especially coauthoring the presented/published results. Please contact AHU Human Resources for current applicable rates.
- Travel for data collection purposes. This includes travel for work with off-campus research collaborators, field-based research, and external resources fees. It may include mileage gas expenses, commercial carrier, lodging, and meals. Please refer to AHU's mileage rate at ReadOnly (R:)/Forms/Financial Forms/Expense Report Form.
- Supplies, consumables, software, and small equipment that is less than \$5,000 in value). The purchase of computers or other hardware is excluded.
- Equipment (Capital) is \$5,000 or greater.

Note: Equipment purchases will remain the property of the department.

Grant Approval Criteria

Applications are evaluated based on the following:

- Academic merit: quality of research project that is scientific, evidence-based, and contributes knowledge to the field.
- Collaboration: preference for grants will be awarded based on the greatest level of collaboration. For example, an application that includes multiple full-time AHU faculty, students, and other AdventHealth departments or Centers of Excellence will be given priority over an application that has multiple full-time AHU faculty and students. An application from multiple full-time AHU faculty and students will be given priority over an application that has multiple full-time AHU faculty only. An application that has a single AHU faculty member and an AH collaborator will be given preference over one with multiple full-time AHU faculty only. Or an application that has multiple full-time AHU faculty only will be given priority over an application from a single full-time AHU faculty only.

- While preference will be given to full-time faculty members, applications from adjunct or part-time faculty who wish to conduct research to advance AHU’s research agenda will be considered.

Faculty members may apply for FRSGs up to \$3,000 to support research projects at AHU. If two full-time faculty members submit a joint application, the maximum support is \$3,000 per faculty member, or \$6,000 total for the application. Applications with more than two full-time faculty members will remain capped at \$6,000.

For EFSC’s review and approval, the grant submission budget amount must be consistent with submitted expenditure quotes. Additionally, the Budget Excel Spreadsheet provided with the application materials must be completed (to minimize math errors). The total on the Budget Excel spreadsheet must match the total listed in the “Budget Section” of the proposal and the submitted quotes.

Applications for multiple FRSGs on a single project may be submitted. Preference for funding awards will be:

1. First time submission.
2. Second time submission with the same project.
3. Follow up with the same project.

Second or subsequent submissions after a first-time grant that has resulted in publishing or external funding sources will receive preference over those without.

Faculty Research Grant Application Process

Submission: The FRSG applications will be available online at <https://my.ahu.edu/academics/research/online-submissions/scholarly-studies-and-internal-grant-application>.

Time Extension: Time period extension for an unspent balance form is available at <https://my.ahu.edu/academics/research/online-submissions/grant-extension-request-form>. (See “Unspent Balances/extension request” section for further information).

Application period: Each year, two grant application windows will be open for FRSGs early in each of the fall and summer trimesters. These dates will be announced each year on the website: <https://my.ahu.edu/academics/research/funding-resources/grant-guidelines>. An announcement will also be sent by e-mail to AHU Faculty 60 and 30 days before the submission deadline. All FRSGs applications and time extensions must be submitted by their deadlines; no exceptions will be granted.

Review Process: The EFSC will evaluate all applications and recommend funding allocations to the Provost through the Research Office (RO). The EFSC may include up to two invitees involved in research and recommended by the Provost when considering applications. The RO will notify the investigators of the decision on their application. The EFSC has 15 working days after receipt of applications to make a decision. The committees will conduct reviews during working days (WD). Holidays and school breaks are not considered working days.

Funds availability: Funds will be available for use no later than 15 working days following notification of funding for the following 12 months. Grant requests must be for projects that are already approved by the Scientific Review Board (SRC), Institutional Review Board (IRB), Environmental Health and Safety (EHS), and any other committee indicated by the RO as needed. Grant funds may not be awarded and will not be released for research that is not approved by the required committees and bodies of approvals, as applicable.

Reports: A report on the research should be submitted to the Research Office within 12 months of IRB approval date. A final report or progress report must also be submitted with, or prior to, a faculty member submitting a second grant request.

Unspent Balances/extension request: By default, all unspent grant balances revert to the research fund after the 1-year grant termination date and will be used as funding for future research. A grant extension request, including justification to carry over unspent funds from the initial 12-month grant period for up to an additional 12 months maximum, may be submitted online at <https://my.ahu.edu/academics/research/online-submissions/grant-extension-request-form> **at least 30 days before the grant expiration date** stated in the award letter.

Upon receiving an extension request, the EFSC Chair will notify EFSC, and by consensus, the Chair and the Committee may approve the extension. If the Chair or a Committee member has questions or if a grant extension request has a balance of over \$1,000, a formal vote from the Committee is required. The Chair of EFSC will notify the Research Office of the EFSC decision.

Grant Renewal: A grant renewal of a current Faculty Research Seed Grant (resubmission of the same project to a new grant fund) must be submitted by the deadline of the FRSGs early in each of the fall and summer trimesters; no exceptions will be granted. Renewals may be requested for a maximum amount of \$1,500 for new funding plus any remaining funding from the current grant, up to a total of \$3,000. This additional funding may be requested for up to an additional year, after which a full grant application would need to be submitted for further funding.

Intellectual Property Information and AHU Patent Policy

The intellectual property rights resulting from faculty members whose research is supported by a research grant are assigned according to AHU's policy as described in the current Employee Handbook. Faculty members who wish to receive continuing support from research grants must report income generated by royalties or sales of products in the "External Funding" section of the Research Grant application. Faculty members may apply for funding for expenses that are in excess of that which can be covered by royalty or sales income. Research that can be reasonably funded out of royalty or sales income may not be eligible for research grants funding beyond an initial start-up period.